

# **Office of Management & Finance**

## **Five Year Strategic Plan**

### **July, 2005 – June, 2010**

**Agency Number:** 13-855  
**Program:** Support Services Program  
**Program Authorization:** La. R.S. 36:8; R.S. 36:231-239; R.S. 39:1543-1544; R.S. 39:1472; R.S. 30:1-51 et. seq.

#### **Mission:**

The mission of the Management and Finance Program is to provide effective and efficient support and resources to all the Department of Environmental Quality (DEQ) Offices and external customers necessary to carry out the mission of the department.

#### **Goal:**

To administer and provide effective and efficient support and resources to all DEQ Offices and external customers.

#### **Objective 1:**

The Management and Finance Program, through the support services activity, will ensure that all programs in the Department of Environmental Quality are provided support services to accomplish program objectives between July 1, 2005 and June 30, 2010.

#### **Strategies:**

- 1.1 Provide assistance to Divisions with financial support services including budgeting, payroll, accounts receivable, accounts payable, and grant reporting.
- 1.2 Maximize grant funding and improve the quality of DEQ contracts.
- 1.3 Provide a comprehensive human resources management program for DEQ. (Fulfills requirement for Act 1078, 2003.)
- 1.4 Improve management of DEQ resources by securing goods and services in the most effective, efficient and economical manner.
- 1.5 Provide the technical tools and expertise for data collection, information management and decision support to aid the department in fulfilling its mission.
- 1.6 Continue to update and create policies to form a strong organizational structure and assist in the fulfillment of DEQ's mission and goals.
- 1.7 Monitor and promote cost effectiveness of programs and streamlining of activities.
- 1.8 Coordinate the training needs for the department.

- 1.9 Provide financial assistance in support of municipal wastewater treatment and public drinking water systems through the processing of loan applications and making loans for construction or new or upgraded facilities.

**Performance Indicators**

Outcome: Percent of objectives accomplished due to sufficient administrative services.  
Number of repeat audit findings by legislative auditors.

**Objective 2:**

The Management and Finance Program, through the waste tire activity, will manage the collection, processing, and reuse of currently generated waste tires by ensuring 98% are used in recycling activities between July 1, 2005 through June 30, 2010.

**Strategies:**

- 2.1 Encourage the establishment of parish collection centers for waste tires generated from sources other than tire dealers.
- 2.2 Issue generator authorizations in a timely manner and provide the necessary information to generators for timely pickup of waste tires.
- 2.3 Provide waste tire processors information on any new or improved uses for waste tire material.

**Performance Indicator**

Outcome: Percentage of currently generated waste tires going to recycling  
Percent of eligible UST clean-up expenses reimbursements that have been paid